



FINAL MAP/PARCEL MAP INITIAL SUBMITTAL CHECKLIST E-7

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ Project Name _____
MAP No. _____ Project Engineer _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- Items marked with asterisks (**) must follow digital submittal standards on page 4.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Completed and signed city Engineering Plancheck Application
- _____ 4. **Digital submittal of map (CAD format), completed digital submittal checklist, and layer description -see *engineering standards on city website for digital submittal requirements and checklist*
- _____ 5. *(**) Five sets of prints and one PDF of the map folded to 9" x12"
- _____ 6. *(**) For certificate of compliance in lieu of a parcel map:
 - a) Four copies and one PDF of the legal description for EACH newly created lot. Each legal description on a separate 8 1/2" X 11" sheet, typewritten, and labeled "Exhibit A," and
 - b) Four copies and one PDF of the plat on 8 1/2" x 11" sheets labeled "Exhibit B"
- _____ 7. Two sets of prints of approved tentative map or tentative parcel map
- _____ 8. *Two sets of traverse calculations for boundary, street centerline, lots, and easements signed and sealed
- _____ 9. One copy of reference maps and documents
- _____ 10. Two copies of preliminary title report (issued within six months of application)
- _____ 11. Two copies of all signed conditions of approval
- _____ 12. Two copies of Notice of Intent to Issue Coastal Development Permit, if applicable
- _____ 13. Two copies of documentation providing authority to sign map, if legal entity is other than an individual
- _____ 14. Concurrent submittal required (as applicable): grading plans, improvement plans, easement documents, etc.
- _____ 15. Two copies of list of street names approved by Planning Division, when project involves new streets
- _____ 16. Plancheck fee
- _____ 17. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



FINAL MAP/PARCEL MAP RESUBMITTAL CHECKLIST E-7

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ MAP No. _____

Project Name _____

Plancher _____ Project Engineer _____

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancher No. _____ PCE Initials _____ Date _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.
- Items marked with asterisks (**) must follow digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. ** Digital copy (CAD format) of corrected map
- _____ 5. All previous checkprints of maps, review checklist, reports, and calculations
- _____ 6. Original and one copy of completed Security and Agreement Data Sheet
- _____ 7. *(**) _____ sets, one PDF and one copy of corrected prints of the map folded to 9" x 12"
(Dist.: 1 file, _____ planchecker, _____ EM, _____ Planning, _____ other—dept.: _____)
- _____ 8. *(**) For certificate of compliance in lieu of a parcel map:
 - a) _____ copies and one PDF of the corrected legal description for EACH newly created lot
(Distribution: 1 file, _____ planchecker, _____ EM, _____ Planning)
 - b) _____ copies and one PDF of the corrected plat
(Distribution: 1 file, _____ planchecker, _____ EM, _____ Planning)
- _____ 9. *Two sets of corrected traverse calculations signed and sealed
- _____ 10. Two copies of preliminary title report issued within 30 days of resubmittal
- _____ 11. Concurrent resubmittal required (as applicable), corrected as necessary: grading plans, improvement plans, easement documents, other: see below
- _____ 12. Department comments: _____ Planning, _____ Parks & Recreation, _____ Eng P&P, _____ other - dept. _____
- _____ 13. OTHER: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY: _____ **DATE:** _____



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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Plan ID _____ MAP No. _____
Project Name _____
Plancher _____ Project Engineer _____

- This form is also to be used for the plancheck processing of a certificate of compliance in lieu of a parcel map.
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- Items marked with asterisks (**) must follow digital submittal standards on page 4.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter
- _____ 4. All previous checkprints of maps, review checklist, reports, and calculations
- _____ 5. **Digital copy (CAD format) of corrected map
- _____ 6. _____ sets of corrected prints of map folded to 9" x 12"
(Dist.: 1 file, 1 Eng. P&P (final map copy also used for location map preparation), _____ planchecker,
_____ other - dept.: _____)
- _____ 7. *(**) Original mylars and one PDF signed and sealed, including all required signatures
- _____ 8. *(**) For certificate of compliance in lieu of a parcel map, signed and sealed:
 - a) _____ originals and one PDF of corrected legal description for EACH newly created lot
(Distribution: 1 file, 2 planchecker, _____ other—dept.: _____)
 - b) _____ originals and one PDF of corrected plat
(Distribution: 1 file, 2 planchecker, _____ other—dept.: _____)
- _____ 9. **Two copies and one PDF of the Subdivision Guarantee dated within 10 days of submittal
- _____ 10. **Preliminary title report dated within 10 days of submittal. For final map: three copies and one PDF.
For parcel map or certificate of compliance in lieu of a parcel map: two copies and one PDF.
- _____ 11. **Original, one copy and one PDF of Tax Clearance Certificate
- _____ 12. **Copy and one PDF of early assignment of APN's from County Assessor (see enclosed memo)
- _____ 14. Concurrent final submittal required (as applicable): grading plans, improvement plans, easement documents,
other: see below
- _____ 15. Verification of submittal of securities and agreements
- _____ 16. Payment of plancheck fees balance (see enclosed fee statement)
- _____ 17. Department approvals: _____ Planning, _____ Parks & Recreation, _____ Eng P&P, _____ other - dept.: _____
- _____ 18. **OTHER:** _____

COMMENTS: _____

SUBMITTAL COMPLETE. CHECKED BY: _____ **DATE:** _____



Digital Submittal Standards for Maps and Documents E-7

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Initial Submittal Standards for Maps and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email landdev@carlsbadca.gov to coordinate digital submittal.
- Maps and documents submitted via thumb drive or CD will not be accepted.
- For submittal of CAD files-see engineering standards on city website for digital submittal requirements and checklist.
- All maps shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Map Sheet Size – Standard size 18 inches x 24 inches – Landscape View
- Maps shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid "Fit to Page".
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

Resubmittal Standards for Plans and Documents

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Maps and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.

Final Submittal Standards for Plans and Documents

- All digital submittals shall be made via OneDrive. Email the project engineer to coordinate digital submittal.
- Maps and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.